

SUPPORT PERSONNEL

EDGEWOOD INDEPENDENT SCHOOL DISTRICT

804 EAST PINE - Edgewood, TX 75117
(903) 896-4332 ~ FAX (903) 896-7056

EMPLOYMENT APPLICATION FOR SUPPORT PERSONNEL

We consider applicants for all positions without regard to race, color national origin, age, religion, sex, marital, veteran status, presence of a medical condition, disability, or any other legally protected status.

An Equal Opportunity Employer

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PERSONAL DATA

Date of Application _____ Social Security No. _____

Name _____
Last First Middle (Maiden)

Current Address _____
Street/Box City State/Zip

Other Address where you may be reached _____

Work Phone No. _____ Home Phone No. _____ E-mail _____

Name used on records if different from present name _____
(To be used for reference checks.)

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POSITION DATA

Position for which you are applying _____

Type of Employment: _____ Full-time _____ Part-time _____ Summer Only

Date Available _____

Former Edgewood ISD Employee: _____ Yes _____ No

If yes, give dates of employment: _____

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EDUCATION/TRAINING

Check highest level attained:

____ Not high school graduate. (Circle last grade completed.) 1 2 3 4 5 6 7 8 9 10 11 12

____ High school graduate _____ GED

____ Less than two years college _____ Two or more years college

____ Bachelor's Degree _____ Master's Degree

Other training or education _____

Licenses/Certificates held _____

Schools attended: List all applicable information.

Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate	Year Graduated (College Only)

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WORK EXPERIENCE

Please provide a complete listing of all jobs or positions you have held in the past 10 years. List most recent first.
 Attach additional sheets if necessary.

Employer and Location	Position/Title	Dates Employed	Reason for Leaving

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SPECIAL SKILLS

List specific skills and/or any machines or equipment you can operate. Include typing speed and number of year experience.

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

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GENERAL INFORMATION

Do you have a relative who is a member of the Edgewood ISD Board of Education? YES NO

If yes, please give the name of relative and relationship: _____

Have you even been convicted of a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)? YES NO

If yes, please state where, when, and the nature of the offense: _____

 (Conviction of a felony is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)

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REFERENCES

Please list below references who may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance. Incorrect or incomplete information will render the application as rejected.

Full Name of Reference	School District/Firm	Mailing Address	Position/Title	Phone No.

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VERIFICATION

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing same to you. I further agree that the information requested will not become a part of my personnel file if I am employed by the district, and I agree that the information will not be disclosed to me but will be treated as confidential by the district, and I waive any right to see this information.

This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for a period of time not to exceed one year and that if I want it to remain active after one year, a letter requesting renewal must be received by the district by the anniversary date of this application. I understand that the Edgewood Independent School District sends employment application forms to all persons who request them and that the issuance of this form does not imply that the district has vacancies at this time or that I am under consideration for immediate appointment.

Signature of Applicant

Date

Addendum to Application

Confidential

Section 22.083 of the Texas Education Code states that school districts may obtain information related to criminal history records.

I do hereby agree, consent and direct any person or entity maintaining information in any form relating to my criminal history to release all such information upon the request of the Edgewood Independent School District.

I do further agree and permit the Edgewood Independent School District to obtain from any law enforcement source or entity information relating to my personal background, moral character and fitness to instruct students or work in an environment with students of the Edgewood Independent School District and do hereby expressly direct that any such person or entity release such information upon the request of the Edgewood Independent School District.

I do hereby release, discharge and exonerate the Edgewood Independent School District, its agents or representatives, and any person or entity so furnishing from any and all liability of every kind arising therefrom. Information will be kept in a separate file.

The foregoing consent and release is valid and binding so long as I hold or apply for employment with the Edgewood Independent School District.

Full Name _____
Last First Middle (Maiden)

Address _____

Social Security No. _____ Date of Birth _____

Driver License No. _____ State _____

Sex: _____ (Male/Female)

Ethnicity: _____ (American Indian/Asian/Black/Hispanic/White)

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING MORAL TURPITUDE?

YES NO

HAVE YOU RECEIVED PROBATION, DEFERRED JUDGEMENT, PLEADED NO CONTEST, OR SERVED TIME IN PRISON?

YES NO

IF YES,
EXPLAIN _____

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.

Signature

Date

EISD does not discriminate against anyone due to race, color, national origin, age, religion, sex, marital, veteran status, the presence of a medical condition, disability, or any other legally protected status.